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ORGANIZATION MANUAL

A description of the
functions and organization of

THE FIELD OPERATIONS DIVISION

SECRETARY-GENERAL'S BULLETIN

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: FIELD OPERATIONS DIVISION

1. This bulletin describes the current organization and functions of the Field Operations Division.

2. Document ST/SGB/185 of 20 January 1982, which described the earlier organization of the Office for Field Operational and External Support Activities, is hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

FIELD OPERATIONS DIVISION

An overview

The United Nations Field Service was established in 1950 as a separate unit in the Administrative and Financial Services. In 1954 this unit was transferred to Conference and General Services and later in the same year to the Office of General Services. In 1982, the Field Operations Service was incorporated into the newly created Office for Field Operational and External Support Activities (OFOESA).

The General Assembly by its resolution 41/213 of 19 December 1986 decided to transfer the administrative functions of OFOESA to the Department of Administration and Management (DAM) and, in the reorganization which followed, Field Operations was re-established as a separate division reporting directly to the Under-Secretary-General for Administration and Management.

The Field Operations Division supports the substantive operations of the Department of Peace-keeping Operations, the Department of Humanitarian Affairs, the Department of Political Affairs and the Security Coordinator. In particular, it is responsible for providing administrative and logistic support to the operational activities of those departments and to the field missions. In performing these tasks, the Division, in consultation with the substantive departments:

Participates in technical survey missions;

Develops plans for the deployment, administrative and logistic components of field missions, including administrative support staffing tables, accommodation, transport, communications, equipment and supplies;

Prepares budgets for submission through the substantive departments to the Office of Programme Planning, Budget and Finance for presentation to the Advisory Committee on Administrative and Budgetary Questions;

Promulgates general administrative and financial policies and regulations to the field missions;

Maintains regular contact with the chief administrative officers of the field missions and provides them with direction, advice and guidance concerning general administrative policies and procedures, personnel, finance, logistics, communications and procurement;

Coordinates with Governments on administrative matters relating to the implementation of decisions conveyed by the substantive departments concerning the contribution by Governments of personnel and major items of equipment and logistic support.

Organizational elements and their functions

1. FIELD PERSONNEL SECTION

In consultation with substantive departments and with the Office of Human Resources Management (OHRM), recommends candidates for recruitment and assignment to missions; makes arrangements with OHRM for the release and/or recruitment of staff and their travel and prepares briefing notes for staff assigned;

Arranges for travel of troop contingents, military observers and police monitors and government-provided civilian personnel to the mission area in liaison with the permanent missions to the United Nations concerned;

Administers the Staff Regulations and Rules for field staff and consultants under delegated authority; processes their assignments, separations, promotions, discipline and benefits; serves as the parent department for staff in the Field Service category;

Maintains records of field staff and consultants, controls staffing tables and prepares the analytical material necessary to manage staff resources.

2. FIELD LOGISTICS AND COMMUNICATIONS SECTION

2.1 Engineering Unit

Prepares specifications, including those for accommodation, camp layout, utilities such as generators, water, sewage, roads and perimeter security; vehicles and field defence and other engineering equipment; and evaluates bids.

2.2 Logistics and Communications Unit

Determines proper combination of equipment (makes and numbers) and realistic time-frames for their deliveries; manages stock and provides specifications to Governments under the Letter of Assist procurement procedure or to the Commercial, Purchase and Transportation Service for the supply of transportation services, charter aircraft or vessels, communications, food and supplies, accoutrements, medical and welfare equipment, etc., and ensures timely delivery to the field mission; prepares submissions and defends relevant cases in the Headquarters Committee on Contracts on behalf of the missions;

Obtains detailed maps of the mission area, overflight and landing clearances necessary for the operation of the mission;

Procures and supplies United Nations medals for award to military members of peace-keeping operations, based on policies determined by the Department for Peace-keeping Operations;

Manages a field stock warehouse of supplies and equipment for field missions' use;

Designs field communications systems and rear link international systems through utilization of satellites, electronic data processing radio communications and encryption equipment; prepares specifications and evaluates bids; and supervises their installation, operation and maintenance.

2.3 Administrative and Special Projects Unit

Consolidates contributions of other units into mission-specific logistic plans and costs them;

Manages the progressive development of automated purchasing and inventory systems;

Reviews Logistics Directives prepared by field missions;

Maintains worldwide stock records;

Analyses recommendations of local property survey and claims review boards, presents cases to the Headquarters Board and advises field offices on the disposal of such cases.

3. FIELD FINANCE AND BUDGET SECTION

Provides financial and budgetary services for field missions including the preparation and review of cost estimates, programme budgets and financial reports for approval by the relevant substantive department and the Controller;

Processes claims from Governments in respect of services, supplies, vehicles and equipment, as well as compensation claims for military personnel casualties, and recommends decisions to the Controller;

Administers detailed auxiliary accounts for all field missions and analyses monthly statements of field and Headquarters expenditures;

Prepares responses to internal and external audit observations and stimulates corrective action, where necessary;

Upon closure of a mission, submits a final financial performance report to the Controller containing recommendations on the disposition of any remaining assets.

ORGANIZATIONAL STRUCTURE OF THE FIELD OPERATIONS DIVISION